

DD/A Registry
File 04M1

DD/A 76-0056

7 January 1976

MEMORANDUM FOR: Secretary, CIA Management Committee
SUBJECT : Revision to the CIA Regulatory System

1. I am submitting for scheduling on a forthcoming CIA Management Committee agenda the attached proposed revision to the CIA Regulatory System.

2. It is believed that such regulatory revision will permit us to more promptly incorporate policy and procedural changes, provide timely guidance to our employees, and enable the regulations to better endure public scrutiny.

3. It is requested that you schedule the matter for CIA Management Committee review.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Att

Distribution:

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✓ 1 - DD/A Subject w/Att
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O-DD/A:der (7 January 1976)

1 - OF (1/26/76)

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ROUTING AND RECORD SHEET

Approved For Release 2002/05/02 : CIA-RDP79-00498A000300060006-6

SUBJECT: (Optional)

STATINTL

STATINTL

FROM:

C/ISAS

EXTENSION

NO.

5226

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

1.

DDA

2.

3.

4.

5.

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15.

I have discussed with [] his suggestion that the authority for each regulation appear on the printed matter. I see no problem in incorporating this thought by amending the annotation on each page, which presently indicates the date of the revision, to include the authority for the revision as well. We could do this by changing the wording of the annotation from "Revised 3 January 1976" to "Approved by the DDA, 3 January 1976."

CC

FORM 3-62

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USE 1/1/15

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM:

[Redacted]

C/ISAS

EXTENSION

5226

NO.

DD/A 75-6096

DATE

19 December 1975

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/A

22 DEC 1975

[Handwritten mark]

Jack: Sorry for the delay on this one. Hope it breaks with what you had in mind.

Cal

22 Dec 75

I would like to see the authority for the regulation appear on the printed matter much like the previous format of the regulations did. Thus, I would take exception to the last sentence of the proposed HR [Redacted]

[Handwritten mark]

22 DEC 1975

102

Cal

Please discuss the rate also with Ed D. & then see me

STATINTL

[Redacted]

FORM 3-62

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USE PREVIOUS EDITIONS

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1. THE AGENCY REGULATORY SYSTEM

a. GENERAL

- (1) The Agency regulatory system consists of regulations, notices, and handbooks. These issuances prescribe policies and procedures essential to the control and direction of Agency activities.
- (2) The development of regulatory issuances is a cooperative effort that requires careful and accurate staff work by initiators and coordinators, and prompt resolution of differences to avoid unnecessary delays in publication. Such delays create a hardship on Agency personnel who must depend on an up-to-date regulatory system for guidance.
- (3) Regulatory proposals generally will be sent to Agency coordinators for comment and suggestions, except that proposals that are routine in nature, that republish statutory provisions, or that promulgate directives or instructions issued by executive departments or agencies requiring CIA compliance, need not be coordinated.
- (4) The General Counsel or his designee will review all Agency ^{Level} regulatory materials and proposals, in whatever form, for their legality.

b. TYPES OF ISSUANCES. The types of issuances are:

- (1) Headquarters regulations (HR STATINTL

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which are the basic medium for prescribing directives of a continuing nature. They prescribe policy, establish organization, delegate authority, and assign responsibilities.

STATINTL

- (2) Headquarters notices (HN which are used to disseminate transitory information. They will not be used as the basic medium to convey permanent directives.

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- (3) Headquarters handbooks (HHB which supplement regulations by providing the detailed procedures necessary to effect Agency policies.

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c. RESPONSIBILITIES AND PROCEDURES

- (1) The Deputy Director for Administration is responsible for the administration of the Agency regulatory system. He determines the extent to which regulatory proposals are coordinated and establishes the time limits within which coordination is to be completed.
- (2) The component initiating a regulatory proposal is responsible for obtaining the comments of other components within the same directorate having related or interdependent responsibilities and functions, or whose activities or personnel are substantially affected thereby, before submitting the proposal to the Regulations Control Branch (RCB) for processing.

- (3) The Regulations Control Branch is responsible for processing regulatory proposals, establishing and maintaining editorial standards, and initiating regulatory proposals as appropriate. When coordination is required, RCB will forward regulatory proposals to the appropriate Agency coordinators requesting comments within time limits not to exceed 30 days. Coordinators will make every effort to respond within the established time limits, but may request extensions up to the 30 day limit. Comments submitted by coordinators after the 30 day limit will not be considered unless a request for further extension has been submitted in writing to the Deputy Director for Administration by the Deputy Director or Head of Independent Office concerned.
- (4) If coordinator comments involve substantive differences, RCB, if necessary, will bring together the initiator and the commenting components for attempted resolution of differences.
- (5) Upon expiration of the time limit for coordination, RCB will prepare a final version of the proposal for distribution to the coordinators, and will notify the coordinators that this version will be forwarded for authentication.

(6) A coordinator who does not concur in the final version of a regulatory proposal may request Management Committee review of the proposal by submitting a memorandum of non-concurrence through RCB to the Secretary of the Management Committee within ten (10) days of receipt of the final version. The Management Committee will resolve the differences and notify RCB.

- d. AUTHENTICATION. Agency regulatory issuances are published only upon approval by the Director of Central Intelligence or by the Deputy Director for Administration for Headquarters issuances and the Deputy Director for Operations for [] issuances. STATINTL
- The authority for each regulatory issuance or revision will be noted on the printed issuance.